

**REQUEST FOR PROPOSAL**

**Provision of Venue including Food and Accommodation for the Conduct of the PCC Team Building Activity (TBA) on 23-24 June 2022**

P.R. No./Date Received: 2022-06-0115/14 June 2022

RFQ/P No. / Date: 2022-06-0102/15 June 2022

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

**Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income / Business Tax Return
- Signed Terms of Reference

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [rngarcia@phcc.gov.ph](mailto:rngarcia@phcc.gov.ph) on or before **20 June 2022, 12:00 PM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots of toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference**.

Very truly yours,

  
**ATTY. JOSEPH MELVIN B. BASAS**  
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Total Amount	
				(To be filled-up by the supplier)	
1		₱ 759,450.00	Provision of Venue including Food and Accommodation for the Conduct of the PCC Team Building Activity (TBA) on 23-24 June 2022		
			(Please see attached Terms of Reference)		
<b>Total Lot ABC</b>		<b>₱ 759,450.00</b>	<b>TOTAL Lot Amount :</b>		
<b>Delivery Instructions:</b>			<b>Please see attached Terms of Reference</b>		

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_



## TERMS OF REFERENCE

### Provision of Venue Including Food and Accommodation for the Conduct of the PCC Team Building Activity (TBA) for FY 2022

#### I. Rationale/Objective

Pursuant to PCC Office Circular No. 2020-001 (“PCC Health and Wellness Program”), the Human Capital Management Division (“HCMD”) is tasked to initiate programs and activities to promote the holistic well-being of PCC officials and employees.

Foregoing considered, the HCMD recommends resuming the conduct of a teambuilding activity (“TBA”) for the PCC officials and employees. The TBA is one of the staff development activities that helps to build a professional culture, enhance competence and efficiency, cooperation, socialization, camaraderie, teamwork, and sportsmanship among officials and employees, as well as eliminate gender differences in the Commission.

With the theme “Building for Success”, the TBA will be pushed through as an out-of-office physical, mental and social activity, and a venue for teambuilding and acquaintance among PCC officials and employees. Said activities are very important in improving team morale and boosting motivation among PCC officials and employees in a post COVID-19 workplace. Moreover, the TBA expects to promote individual engagement and communication that may have significant impacts on the performance of each personnel in achieving organizational objectives.

Relative thereto, the Philippine Competition Commission (“PCC”) shall conduct its Mid-Annual TBA for FY 2022 on 23-24 June 2022 in any accessible venue within nearby areas of Metro Manila.

#### II. Participants

**One Hundred Ninety-Five (195)** PCC Officials and employees are expected participants of the said activity. Additional attendees shall be billed separately.

#### III. Specifications

The selection of venue shall be evaluated based on the following technical specifications vis-a-vis rating factors under Annex “H” of the Revised Implementing Rules and Regulations (“IRR”) of Republic Act No. 9184 (“R.A. No. 9184”) for Lease of Real Property and Venue:

**A. Availability.** Venue must be available on **23-24 June 2022**.

##### **B. Location and Site Condition**

- 1. Accessibility.** Located outside and adjacent areas of Metro Manila.(i.e Bulacan and Tagaytay)
- 2. Parking Space.** Provision of parking space for at least 6 buses and 15 personal vehicles.
- 3. With available swimming pool** for the rest and recreation.



### C. Neighborhood Data

1. Must have **Sanitation and health condition license/permit and the facilities are properly maintained.**
2. Accessible to **Police and Fire Station, Restaurant, Banking, and Hospital facilities.**

### D. Venue

1. **Structural condition.** Must be in a good and well-maintained building facilities.
2. **Functionality**

#### a. Conference/Function Room

> **One (1)** Air-conditioned conference/function room or covered area that can accommodate the participants during regular meals, opening activity, closing activity, and indoor teambuilding activities which can be also used as holding area.

Room Availability:

- 23 June 2022 9:00AM – 11:00 PM

Provision of the following:

- Sound/audio system;
- Widescreen and LCD projector;
- Unlimited Wi-Fi internet connection;
- Whiteboard with markers and erasers/flip chart paper, pads and pencils;
- At least 6 microphones;
- Mints/candies; and
- Free-Flowing brewed-coffee and/or tea during the activities.

**a.1 Light, ventilation, and air conditioning.** With good lighting and well ventilated function or conference room.

#### b. Teambuilding Venue

- Open space/field conducive for outdoor teambuilding activities and enough to accommodate **One Hundred Ninety-Five (195) pax** and for the set-up of teambuilding stations.
- A space/field that is clean and safe for the employees.
- **General Requirements for the Facilities.** Well maintained building facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment.

### 3. Other requirements

1. **Maintenance.** As stated above
2. **Attractiveness.** With pleasing building facilities
3. **Security.** With CCTV facilities and visible security personnel

### 4. Food/Catering Services

- **23 June 2022 (195 pax)**
  - 9:00 AM – AM Snacks
  - 12:00 NN – Buffet Lunch
  - 3:00 PM – PM Snacks
  - 7:00 PM – Buffet Dinner

- **24 June 2022 (161 pax)**
  - 7:00 AM – Breakfast
  - 12:00 NN – Buffet Lunch  
PM Snacks (packed)
- Drinks – One round of iced tea and/or soda during snacks, lunch and dinner; Free-flowing coffee and/or tea and drinking water during the activity.

**5. Room Accommodation for Overnight Participants**

- Airconditioned rooms
- Enough number of airconditioned rooms to accommodate **One Hundred Sixty-One (161) pax** with Single, Double, Triple Sharing or Quadruple Sharing Occupancy
- Nearby the TBA area
- Preferably within one (1) building/facility, if not possible, in more than (1) building/location but nearby for easy communication and contact
- Room types:

Inclusive Date	Room Type	Number of Pax
23-24 June 2022	Single Occupancy Room	6
	Double Occupancy	155
	Triple Sharing	(Female – 71
	Quadruple Sharing	Male -84)
Total		<b>161</b>

***Inclusions:***

- With private toilet and bath for each room
- Complimentary bottled drinking water, to be replenished daily
- Free High Speed Wi-Fi/Internet connection
- Complimentary Breakfast
- With complete toiletries (Shampoo, bath soap, tissues, towels, toothbrush & toothpaste, etc.)
- With complete beddings
- Free access to all hotel/resort recreational facilities
- 

**6. One Day Stay**

Inclusive Date	No. of Pax
23 June 2022	34

**IV. Approved Budget for the Contract (“ABC”)**

A total estimated ABC for this procurement is **Seven Hundred Fifty-Nine Thousand Four Hundred Fifty Pesos (PhP759,450.00)**, inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

**V. Evaluation and Selection Criteria (Rating Scheme)**

Bid proposals shall be evaluated following the criteria prescribed under Annex “H” of the revised IRR of R.A. No. 9184. The bid is determined to be responsive if it is equal or higher

than the hurdle rate of 80%. In addition, the service provider should attach to its bid proposal a filled-out form in Annex A of this document.

**VI. Mode of Procurement**

The mode of procurement shall be Negotiated Procurement – Lease of Real Property and Venue, which includes food, accommodation, and other facilities, consistent with Section 53.10 of the revised IRR of R.A. No. 9184.

**VII. Payment Scheme**

Full payment of the contract shall be paid within fifteen (15) days after the issuance of the following:

- a. Billing statement with breakdown of applicable taxes and other charges by the Service Provider; and
- b. Certificate of Satisfactory Service issued by the PCC

**VIII. Liquidated Damages**

Failure to comply with the Terms and Conditions of the contract will result in the payment of liquidated damages in the amount equal to one-tenth (1/10) of one percent (1%) of the cost of unperformed portion for every day of delay, in addition to other damages to which the PCC may be entitled. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract. The PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

**IX. Dispute Agreement/Resolution:**

- A. Should there be any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.
- B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and
- C. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Recommending Approval by:

  
**ANTONIA LYNNEL L. BAUTISTA**  
Chief Administrative Officer  
Human Capital Management Division

Approved by:

  
**JESON Q. DE LA TORRE**  
Director IV  
Administrative Office

Conforme:

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Name and Signature of Authorized Representative

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Designation

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Company

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Date

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**ANNEX A**

Particulars	NAME OF VENUE	
	Availability (Mark with “√” or “X”)	Remarks
<b>I. Availability</b>		
➤ Venue must be available on 23-24 June 2022		
<b>II. Location and Site Condition</b>		
➤ Located outside and adjacent areas of Metro Manila.(i.e Bulacan and Tagaytay)		
➤ Provision of parking space for at least 6 buses and 15 personal vehicles		
➤ Available swimming pool for the rest and recreation		
<b>III. Neighborhood Data</b>		
➤ Must have Sanitation and health condition license/permit		
➤ Accessible to Police and Fire station, Restaurant, Banking and Postal.		
<b>IV. Venue</b>		
➤ Must be in a good and well-maintained building facilities		
➤ One (1) Air-conditioned conference/function room that can accommodate the One Hundred Ninety-Five (195) participants		
Room Availability: 23 June 2022 09:00AM – 11:00 PM		
Provision of the following:		



Particulars	NAME OF VENUE	
	Availability (Mark with “√” or “X”)	Remarks
Sound/audio system; Widescreen and LCD projector; Unlimited Wi-Fi internet connection; Whiteboard with markers and erasers/flip chart paper, pads and pencils; At least 6 microphones; Mints/candies; and Free-Flowing brewed-coffee and/or tea during the activities		
<ul style="list-style-type: none"> <li>➤ With good lighting and well-ventilated function/conference room</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Well maintained building/resort facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment</li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Food/Catering Services</b></li> </ul> 23 June 2022 (195 pax) 9:00 AM – AM Snacks 12:00 NN – Buffet Lunch 3:00 PM – PM Snacks 7:00 PM – Buffet Dinner  24 June 2022 (161 pax) 7:00 AM – Breakfast 12:00 NN – Buffet Lunch PM Snacks (packed)  Drinks - One round of iced tea and/or soda during snacks, lunch and dinner; Free-flowing coffee and/or tea and drinking water during the activity.		



Particulars	NAME OF VENUE	
	Availability (Mark with “√” or “X”)	Remarks
<p>➤ <b>Room Accommodation (23-24 June 2022)</b>  6 pax – Single Occupancy  155 pax – Double Occupancy  Triple / Quadruple sharing  Occupancy</p> <p>➤ <b>One Day Stay (23 June 2022)</b>  34 pax</p> <p>Inclusions:  - With private toilet and bath for each room  - Complimentary bottled drinking water, to be replenished daily  - Free High Speed Wi-Fi Internet Connections  - Complimentary Breakfast  - With complete toiletries (Shampoo, bath soap, tissues, towels, toothbrush &amp; toothpaste, etc.)  - With complete beddings  - Free access to all hotel recreational facilities.</p>		
<p><b>Payment Schemes:</b></p> <p>➤ <i>Full payment of the contract shall be paid within 15 days after the issuance of the following:</i></p> <p>a. Billing statement with breakdown of applicable taxes and other charges by the Service Provider; and  b. Certificate of Satisfactory Service issued by PCC</p>		

Particulars	<b>NAME OF VENUE</b>	
	_____	
	<b>Availability (Mark with “√” or “X”)</b>	<b>Remarks</b>
<b>FINANCIAL PROPOSAL</b> The ABC is <b>Seven Hundred Fifty-Nine Thousand Four Hundred Fifty Pesos (PhP759,450.00)</b> inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.	<b>Estimated Amount per pax per day</b>  PhP _____	
	<b>Total amount:</b>  <b>PhP</b> _____	

Conforme:

\_\_\_\_\_

Name and Signature of Authorized Representative

\_\_\_\_\_

Designation

\_\_\_\_\_

Company

\_\_\_\_\_

Date

\_\_\_\_\_